

PETTY CASH ACCOUNT

The Board authorizes the establishment of a petty cash account in the care of the Treasurer and in the amount determined by the Board. The Treasurer shall designate which person(s) may draw money from the petty cash account. Funds from the petty cash account may only be withdrawn by cash by the approved personnel for approved purchases within the District. These funds are replenished by the Treasurer upon receipt of appropriate documentation for expenditures.

Each responsible person shall ensure that petty cash funds are spent only for postage, delivery charges, office supplies, and miscellaneous purchases. No single purchase from the petty cash shall exceed \$50.00. Funds from the petty cash account are not to be used to subvert the regular purchasing procedure.

The Treasurer or his/her designate shall prepare a total of the disbursement slips and submit such papers to the Board with a voucher requesting replenishment in a like amount.

LEGAL REFS. O.R.C. §3313.291

Adopted: 10/2006